

Joint Capital Planning Committee
Town Room, February 1, 2018

Members present: Connie Kruger (Chair), Tamson Ely, Phoebe Hazzard, Bernie Kubiak, Alex Lefebvre, Andrew Steinberg, Marylou Theilman. Absent: Eric Nakajima

Staff Present: Claire McGinnis, David Ziomek, Barbara Bilz, Guilford Mooring

Meeting called to order at: 8:34 AM

Kruger asked about availability of hard copies of committee agendas and supporting information prior to meetings. McGinnis responded that they are available from her office on Tuesday, for the Thursday meeting.

Barbara Bilz, LSSE Director

1. There is a need for better signage for recreational facilities. The signs will be consistent with the town-wide wayfinding signs now in the design stage. Ziomek explained that there are three components to the plan. First, signs will direct people to the park. Second, they will welcome people to the park. Third, they will inform people about the amenities offered and the rules and regulations. This last group of signs is necessary to enable the Police Department to enforce the rules. Money is already available for design. The request is \$75,000 to manufacture and install the signs.
2. There are no comfort stations at either the Plumbrook Recreation Area or Kiwanis Park. This request is for \$125,000 to construct a facility at Plumbrook. Currently there is a seasonal porta-potty, or people go into the woods adjoining the field. The lack of facilities is a deterrent to participation in athletic activities. The funds requested will allow for installation of a prefabricated comfort station including plumbing, about \$50,000 less than construction of a building. It is likely that the plan will need to be submitted to the Design Review Board. The Kiwanis Park comfort station is on the 10-year capital plan for FY20. The draft before the Committee is incorrect in the amount projected and it will be adjusted to \$125,000.
3. LSSE requests \$15,000 to engage in a strategic planning process to assist the department to establish goals and objectives. They need to develop business and marketing plans, and even consider whether the department name should be reconsidered. That has been the name of Amherst's recreation department since the 1970's. Kruger asked whether the funds are sufficient and cautioned that terms "planning" and "consultant" engender some skepticism.
4. Bilz had one request for the pools and no requests for Cherry Hill. Both bath houses, War Memorial and Mill River, need exterior painting. Exterior painting needs to be done by professionals and cannot be done by lifeguards and other seasonal employees. This request is for \$15,000.

The LSSE Commission discussed the priority of the LSSE requests and identified them in order: (1) comfort station; (2) strategic planning process; (3) signage.

Ziomek reported on the work of the Recreation Area Working Group. They are working with the consulting firm Weston & Sampson with funds from the Community Preservation Act to assess school and town facilities in the areas of the regional schools and Community Field. This could generate future school and town capital needs.

Kruger explained a new process initiated by the Select Board to encourage citizen requests for capital projects through the JCPC, rather than directly to Town Meeting. Requests are due by February 15 and will be discussed at the March 1 JCPC meeting.

Guilford Mooring, Public Works Superintendent.

Mooring presented the Public Works request by quickly reviewing the information previously presented to the JCPC in the Individual Capital Request forms. Additional discussion included:

1. Funds for the next 5 years at \$50,000 annually, total of \$250,000 are requested to address issues identified in the Transportation Plan developed by Nelson Nygaard. There are leftover funds and DPW is seeking grant funds for this purpose.
2. \$50,000 was allocated last year for program implementation and the permitting process for the National Pollution Discharge Elimination System (NPDES), commonly referred to as storm-water management. This is the final phase for permitting with anticipated annual requests of \$100,000 for implementation. The Town is required to conform to storm-water pollution regulations and become compliant for the required permit. This is a multi-year effort. DPW considered delaying this request by one year. There are leftover funds from the FY 18 budgeted amount.
3. The Department requests to use the balance of Chapter 70 funds not used for road repair and resurfacing to purchase a 5-7 yd. dump/sander truck. The cost for the truck is \$150,000. The department requests \$20,000 from taxation for a snow plow attachment, which is not a permissible chapter 70 expense. The total anticipated Chapter 70 allocation is \$841,883, with \$691,883 requested for roads. Mooring reported that the Town Manager would like to delay this purchase.
4. Planning continues for the new DPW facility. A site must be identified before planning proceeds for a site feasibility study and design.
5. The new item for the capital plan is \$40,000 for waste processing. Asphalt, concrete and brick is accumulated at the Ruxton facility. Once a large enough pile is accumulated, the material must be ground up and screened to make it usable as backfill for other projects.

Other business

McGinnis reviewed the process generally, pointing out that requests exceed what can be funded annually and the need for future year planning. She will continue to work with the Town Manager and department heads to identify priorities. The prioritization will then be discussed with the committee. She mentioned Fort River School as an example.

There was discussion about the policy regarding what expenses are capital and what should be included in the operating budgets. It was recognized that any change, such as classifying expenses as maintenance and therefore operating, might require that the allocation to capital be reduced and the amount designated for operating budgets be increased.

Ely moved to approve the minutes for the meeting held April 24, 2017. Kubiak seconded. Passed 4-0-3 abstentions (Steinberg, Lefebvre, Theilman.)

Kubiak moved to approve the minutes for the meeting held April 28, 2017. Hazzard seconded. Passed 4-0-3 abstentions (Steinberg, Ely, Theilman.)

Kubiak moved to approve the minutes for the meeting held January 25, 2018 as amended. Theilman seconded. Passed 7-0.

Meeting adjourned at 10:07 am.

Respectfully submitted,
Andrew Steinberg, Clerk Pro Tem

Documents referred to
Capital requests from the LSSE and Public Works Departments
Draft minutes of meetings held April 24, 2017, April 28, 2017, and January 25, 2018